

ATTACHMENT 1
Wholesale Food Operation Self-Inspection Checklist

This Self-Inspection Checklist is based on actual inspection forms used by the Division when conducting licensure inspections. Applicants are encouraged to conduct a self-inspection prior to submitting an application for licensure. This form will help you determine what corrections should be made to the facility prior to the official inspection by the Division.				
STANDARD		105 CMR 500.* 21 CFR 110*	Yes	No
GROUND				
1	Outside premises are free from spillage, trash, etc., and are free of harborages and/or breeding places for rodents, insects, and other pests.	.005 110.20		
2	Roads, yards, and parking lots do not constitute a source of contamination.	.005 110.20		
3	Adequate drainage is provided to avoid contamination of facilities and products.	.005 110.20		
4	Waste treatment and disposal systems do not constitute a source of contamination.	.005 110.20		
PLANT CONSTRUCTION AND DESIGN				
5	Facility is of suitable size, construction, and design to facilitate sanitary operations for food manufacturing.	.005 110.20		
6	Food processing areas are effectively separated from other operations which may cause contamination of food by means of location, time, partition, air flow, enclosed systems or other effective means.	.005 110.20		
7	Floors, walls and ceilings are constructed of easily cleanable materials and are kept clean and in good repair.	.005 110.20		
8	Food and food contact surfaces are protected from contamination from drip or condensate (condensation) from fixtures, ducts, pipes, etc.	.005 110.20		
9	Aisles and work spaces are provided between equipment and walls to allow employees to perform their duties without contaminating food or food-contact surfaces	.005 110.20		
10	The interior lighting is sufficient to allow adequate inspection and cleaning of premises.	.005 110.20		
11	Food products and processing areas are protected against contamination from breakage of light bulbs and other glass fixtures.	.005 110.20		
12	Air quality and ventilation are adequate to prevent contamination by dust, and other airborne substances.	.005 110.20		
13	Open windows are screened and loading dock doors are kept closed when not in use.	.005 110.20		
EQUIPMENT AND UTENSILS				
14	All utensils and equipment are constructed of easily cleanable materials and suitable for their intended uses.	.005 110.40		
15	Equipment is designed and used in a manner that precludes contamination with lubricants, contaminated water, metal fragments etc.	.005 110.40		
16	Equipment is installed and maintained so as to facilitate the cleaning of equipment and adjacent areas	.005 110.40		
17	Compressed air or other gases do not contaminate food with unlawful indirect food additives.	.005 110.40		
18a	The water supply is from an approved source.	.005 110.37		
18b	The water supply is sufficient for the operations intended.	.005 110.37		
19	Water temperature and pressure are maintained at suitable levels for the intended use.	.005 110.37		

STANDARD		105 CMR 500.* 21 CFR 110*	Yes	No
SANITARY FACILITIES AND CONTROLS				
20	Plumbing is adequately sized, designed, installed, and maintained in a manner to prevent contamination.	.005 110.37		
21	There is adequate floor drainage in all areas.	.005 110.37		
22a	There is adequate back-flow prevention.	.005 110.37		
22b	There are no illegal cross-connections.	.005 110.37		
23	Sewage disposal system is adequate.	.005 110.37		
24a	Toilets and dressing rooms are provided which are clean, properly equipped and properly ventilated.	.005 110.37		
24b	Toilets and dressing rooms are maintained in good physical repair.	.005 110.37		
25	Toilet facilities have self-closing doors and doors do not open into areas where food is exposed to airborne contamination and are adequately separated from food processing and storage areas.	.005 110.37		
26	Adequate handwashing and sanitizing facilities are provided.	.005 110.37		
27	Hand washing facilities are clean and supplied with soap, sanitary towels, and hot and cold running water under pressure.	.005 110.37		
28	All refuse is properly stored and protected where necessary from insects, rodents, and other pests, and disposed of in an adequate manner.	.005 110.37		
SANITARY OPERATIONS				
29a	The facility has a cleaning program which includes at least weekly inspections of the premises by qualified employees	.005 110.35		
29b	Facility is maintained in good physical repair.	.005 110.35		
30	The cleaning of facilities and equipment is conducted in such a manner as to avoid contamination of food products.	.005 110.35		
31	Detergents, sanitizers and other supplies are used in a safe effective manner.	.005 110.35		
32	Cleaning compounds and hazardous materials are kept in their original containers, and stored separately from raw materials and used in a safe, effective manner.	.005 110.35		
33	All areas of the plant are maintained free of insects, rodents, and other pests.	.005 110.35		
34	Insecticides and rodenticides are used and stored so as to prevent contamination of food items	.005 110.35		
35	All utensils and equipment are cleaned and sanitized at intervals which are frequent enough to avoid contamination of food products.	.005 110.35		
36	Single service articles are stored, handled, dispensed, used and disposed of in a manner that prevents contamination.	.005 110.35		
37	Utensils and portable equipment are stored in such a way as to protect them from splash, dust and other contamination.	.005 110.35		
38	Responsibility for overall plant sanitation is specifically assigned to one individual.	.005 110.80		
39	Lots of incoming food product are examined visually for damage or contamination prior to placement in storage.	.005 110.80		
40a	Ice is manufactured from potable water.	.005 110.80		

STANDARD		105 CMR 500.* 21 CFR 110*	Yes	No
PROCESS AND CONTROLS				
40b	Ice is stored and handled in a sanitary manner.	.005 110.80		
41	Food processing is conducted in a manner to prevent contamination and minimize harmful microbiological growth.	.005 110.80		
42	Chemical, microbiological, or extraneous material testing procedures are used to identify sanitation failures and food contamination.	.005 110.80		
43	Packaging processes and materials are adequate to prevent contamination.	.005 110.80		
44	Only approved food and color additives are used, and are properly declared on the product label as applicable.	105 CMR 520		
45	Products are coded to enable positive lot identification, and records are maintained beyond expected shelf-life.	.005		
46	Weighing and measuring practices are adequate to insure the declared quantity of contents.	105 CMR 520		
47	Product labels are in compliance with all applicable state and federal labeling laws and regulations.	105 CMR 520		
48	Products requiring open-dating labeling are in compliance.	105 CMR 520		
49	Instruments and controls used for measuring, regulating, and recording temperature, pH, acidity, water activity, or other conditions are accurate and adequately maintained.	.005 110.80		
REPACKING OPERATIONS				
50	Repacking operations are conducted under sanitary conditions which are adequate to protect the purity and wholesomeness of the finished product.	.060(F)		
51	Bulk container labeling is carried over to retail package.	105 CMR 520		
PERSONNEL				
52	Personnel with sores, infections, etc. are restricted from handling food products.	.005 110.10		
53	Employees wear clean outer garments, use adequate hair restraints and remove excess jewelry when handling food.	.005 110.10		
54	Employees thoroughly wash and sanitize hands as necessary.	.005 110.10		
55	Employees refrain from eating, drinking, and smoking and observe good food handling techniques in food processing areas.	.005 110.10		
TEMPERATURE CONTROL				
56	Freezers and coolers are fitted with temperature recording devices, automatic temperature controls, or automatic alarm systems.	.005 110.80		
57	Storage and transportation of finished food products shall be under conditions that protect food against physical, chemical, and microbial contamination.	.005 110.93		
58	Any vehicle transporting frozen or refrigerated foods must be equipped with a combination of insulation and mechanical refrigeration, capable of maintaining an internal product temperature of 0°F (-18°C) or lower for frozen foods and 45°F (7.2°C) or lower for refrigerated foods, while loaded with frozen and refrigerated foods.	.008		
59	Refrigerated and frozen foods delivery vehicles shall be equipped with thermometers or other appropriate means of temperature measurement indicating air temperature at the warmest area of the vehicle's storage compartment.	.008		